

SELF SERVICE CENTER

PROCEDURES: HOW TO SERVE LEGAL PAPERS -- BY PUBLICATION

PROBATE OF ESTATE CASES

(Arrange for service **ONLY** after you have filed your papers in court)

STEP 1 HOW TO PUBLISH: If you are publishing Notice, you should complete the attached letter, describing the documents that need to be referenced by the newspaper for the publication.

A. PUBLICATION - IF YOU ARE PAYING THE PUBLICATION COSTS YOU MAY USE:

THE RECORD REPORTER (602-417-9900). Drop in a copy of the letter, the documents, and payment by check, money order or credit card made payable to the **RECORD REPORTER** for the following publication fees:

- \$37.00 (Notice to Creditors, **only** after Appointment)
 - \$40.20 (Notice to any interested person)
 - \$35.18 (One time Notice to any person having an interest in the manner being litigated)
- The drop box is located in the Old Courthouse, Probate Administration Filing Counter. Or use any newspaper that publishes in this county, **OR**

If you have a Court Order waiving/deferring costs you must use the Record Reporter **only**. Drop in the Certified Order waiving/deferring costs, a copy of the letter and the documents.

Note: There is a filing fee for all Petitions and there are Service Fees. You may request a Waiver or Deferral of the filing fees (and the Sheriff's or Publication service fees if you intend to use the Sheriff's Office or Publication for service) at the time you file your papers with the Clerk of the Court.

STEP 2 WHEN TO FILE:

Wait for the newspaper to send you a copy of the document called AFFIDAVIT OF PUBLICATION in about **five weeks**. If the newspaper sends you an original, file the original. Otherwise, make sure that the **original** AFFIDAVIT OF PUBLICATION was filed directly by the newspaper.

STEP 3 GATHER THE PAPERWORK:

- Complete the **original** of the AFFIDAVIT OF CIRCUMSTANCES AND SERVICE BY PUBLICATION document which is attached.
- If the AFFIDAVIT OF PUBLICATION has not been filed by the Newspaper, make sure it gets filed by using the attached AFFIDAVIT OF PUBLICATION form.
- Make a **copy** for yourself of the AFFIDAVIT OF CIRCUMSTANCES AND SERVICE BY PUBLICATION and AFFIDAVIT OF PUBLICATION.

STEP 4 FILE YOUR DOCUMENTS WITH THE COURT:

- **Original** of the AFFIDAVIT OF CIRCUMSTANCES AND SERVICE BY PUBLICATION and **copy** of the Publication, **AND**,
- **Original** of the AFFIDAVIT OF PUBLICATION you received from the newspaper unless the newspaper filed it for you. Make sure you bring a copy of the AFFIDAVIT OF PUBLICATION to the hearing.

DO NOT BRING CHILDREN TO COURT.

Print Your Name: _____

Your Address: _____

Date: _____

Name of Newspaper

Address

Case Number: PB _____

To Whom It May Concern:

Enclosed is a court file-stamped copy of a Notice of Application in Informal Proceedings which I ask you to publish in your newspaper once a week for three weeks in a row. This Notice is about: (check one box)

- ☐ (If no Will) An Application for Appointment of Personal Representative without a Will, OR
☐ (If a Will) An Application for Informal Probate of a Will and for Appointment of a Personal Representative

Also enclosed is (check one box)

- ☐ A check or money order in the amount of \$ _____ for the cost of the publication as requested, OR,
☐ A certified copy of the Order from the court waiving/deferring the publication costs.

When you receive this letter, please call me at (_____) _____ to tell me when the first publication will occur. When all three weeks of publication have been completed, please file the original and send me one copy of the Affidavit of Publication.

Thank you for your help in this matter.

Yours truly,

Sign your name

Enclosures